



## **Fremont Public Schools**

### ***Administration***

450 E. Pine Street  
Fremont, MI 49412  
Phone: (231) 924-2350  
Fax: (231) 924-5264

### **Adult Education Instructor (Multiple Positions Available) Fremont Public Schools**

**Date:** July 14, 2025

**Locations: Willing to split and combine hours as necessary**

Big Rapids Michigan Works – 15 hours per week  
(2 days/6 hours and 1 Evening/3 hours)

Newaygo Michigan Works – 3 hours per week (1 day/6 hours)

Fremont – Quest – 24 hours per week (4 days/6 hours to include some  
evening hours)

Newaygo County Jail – 28 hours per week (4 days/7 hours)

**Qualifications:**

- Instructor: Valid Michigan teaching certificate, secondary preferred
- Adult Education background preferred
- Any additional qualifications to the above deemed necessary by the Board of Education

**Responsibilities:**

- Set up individualized program paths and provide instructional support in Adult Basic Education, GED Prep and High School Completion.
- Proctoring state required testing and assisting students select learning goals.
- Assist in the collection of state required reporting data including follow up survey.
- Work directly with the program director in implementation of the program and its policies

**Terms of Employment:**

- Year around hourly position (no insurance package)
- Instructor: \$27-\$30 /hour based on experience

**Reports to:** Tracy Sanchez, Director of Quest

**Applications:** Submit written letter of application and resume to:

Tracy Sanchez  
Quest Educational Programs  
350 W. Cedar  
Fremont, MI 49412  
[tsanchez@fremont.net](mailto:tsanchez@fremont.net)

**Approved by:** Brad Reyburn, Superintendent

**Date:** July 14, 2025